

North Carolina Agriculture Cost Share Program Review Summary
(June 2017)

County	Catawba	Date of Previous Review/Report	
District Staff Name(s)	Randy Willis, Blake Henley	Date	June 22 & 23, 2017
NRCS Staff Name(s)			
Division Representative(s)	Kelly Hedgepeth		
Additional Participants	Susan Devine, Steve Killian		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	First Friday of every month at 9am.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The notice is posted at office and on first floor, county clerk and on website		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	The staff will develop the conservation plan along with the contract, for VAD or if someone just request a plan.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>	X				CPA-52 form is used, and the staff look to determine if a BMP is need for cost share or if the producer can just change management to accomplish the goal. The division commends the district for looking at all alternatives before committing cost share funding to projects. This allows the producers to make informed decisions.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>			X		No. The board needs to approve and review applications separate from contracts. 02 NCAC 59D.0108 (d)	X		Applications will be reviewed and voted on as separate action items from the contracts	Action corrected at August 4, 2017 board meeting	Action accepted.
<i>Are application decisions/motions recorded in the board minutes?</i>			X		They are documented together.	X		Application decisions/motions will be recorded as separate action items in the board minutes	Action corrected at August 4, 2017 board meeting	Action accepted.
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	The district does not typically do incentives but are aware of the certification form online.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	NA		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	The district knows the cooperators in the county and have only cost shared with one partnership that used the LLC.		X			
Once applications are approved, how do you develop a contract?				X	The staff works to get the information and designs needed for the contract typically at the time of application.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Yes. When cooperator signs the 2 form they review in person the clause that states they are not allowed to start. The division commends the district for meeting with the producer and carefully reviewing the contract paperwork.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				Once it is approved, the producer gets copies of the forms and contracts, along with an approval letter from the district stating approval, the one year deadline for 1/3 rule and when the contract expires. The division commends the district for reminding the producer that 1/3 of the work must be completed in one year and when the contract expires in the cover letter.		X			
What information do you provide the applicant?				X	Above		X			

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<i>Are contracts reviewed and approved by the Board as a separate action item?</i>			X		No, applications must be approved before contracts can be approved. 02 NCAC 59D.0108 (e).	X		Contracts will be reviewed and voted on as separate action items from the applications	Action corrected at August 4, 2017 board meeting	Action accepted.
<i>Are contract decisions/motions recorded in the board minutes?</i>			X		no	X		Contract decisions/motions will be recorded as separate action items in the board minutes	Action corrected at August 4, 2017 board meeting	Action accepted.
Describe the district/board's procedure for approving supervisor contracts.				X	They sign the 1B and abstain from voting and discussion on the contract.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	yes		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				They like to visit when the cooperator starts work. They have put up an example of a fence to specifications. They check the bracing in the beginning of the fencing project to be sure it is correct. They are given the letter with the 1/3 rule and expiration date. The division commends the district on the fence display. This allows producers to see a fence built to standard.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Documented in the 6 notes, they also keep a spreadsheet of all contracts and they use CS2.		X			


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Is the district recording 6-month extensions in the board minutes?				X	Have not had to do a 6 month extension.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	District staff use a certification sticker on the plan map and document the as built map.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, it is documented on the certification and as built maps.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. Tell producers to keep all receipts, for practices and make copies.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes. Documented in minutes.		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	The board usually approves the extension request at the June meeting and then it is sent to cost share staff to be put on the July agenda.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										



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Who participates in annual spot checks? When are they conducted?				X	Spot checks are typically done at the May board meeting. They do a business session and the board members that are in attendance go on spot check.		X			
How does the district select which contracts to spot check?				X	District staff use a random number generator off google. They have an excel spreadsheet and use that to generate how many that need to be spot checked.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				X	In the past they have had to spot check but are now beyond the 5 years.		X			
How does the district review five percent of all waste utilization plans?				X	They do 5% of the ones associated with the waste structures for the first 5 years.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	The staff have included them on the NRCS annual reviews. They have not had a contract since the last NRCS annual reviews.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	If it is not being maintained, then they get a letter to bring back into compliance with the timeline. The district has had one that was sold and the farmer paid back the pro-rated funds.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Board meetings immediately following the finding of mismanagement.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes. Was repaid		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, They have only had a few. They are documented on the spot check forms.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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How does the district track BMP funds?				X	The district staff use and Excel spreadsheet to track all funds.		X			
How does the district use the division on-line (website) reports?				X	Yes, to verify the spreadsheet		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	Staff does the audit, and reviews with board chair and it is sign and notarize		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The TA funds go through the county, the county performs the audit.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Randy Willis		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The funds go through the county, the county performs the audit.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The funds go through the county, the county performs the audit.		X			


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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	TA forms are turned into Paula and it is tracked on the calendar. Both Randy and Blake will track the time on cost share programs.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Provided copies of all JAA		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	They turn them in every year in February.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										

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Contract Number: 18-2012-004 Applicant Name: Charles Wishon BMP: Stream Protection System 			X		The tanks were missing from the property. We talked to Mr. Wishton while on site and explained the tanks had to be replaced or the funds repaid.	X		Mr. Wishon was notified in writing of his options to replace the tanks or pay a refund. Mr. Wishon chose to replace the tanks.	Tanks were in place and inspected by SWCD staff on June 30, 2017	Action accepted.
Contract Number:18-2013-501 Applicant Name: Newton Conover BMP: Cistern				X	Project looked good.		X			

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Contract Number:18-2017-801 Applicant Name: Michael Wilson BMP: AgWRAP Well 				X	Project in place, producer in the process of building the well house.		X			

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Contract Number:18-2012-007 Applicant Name: Dan Hunsucker BMP: Stream Protection System/ Livestock feeding 		X			Some areas were washing, some maintenance may be needed around the tank.	X		Staff will monitor areas.	On going	Action accepted.

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Contract Number:18-2008-006 Applicant Name: Jerry Mackie BMP: Pasture Renovation				X	Practice looks good.		X			

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Contract Number: 18-2010-001 Applicant Name: Phil Elrod BMP: Stream Protection		X			Some areas were washing, some maintenance was needed around the tank and fence.	X		Staff will monitor areas.	On going	Action Accepted.

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